

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0908544**

POSITION NO: 946540

POSITION TITLE: _____

DATE POSTED: **03/14/14**

CLOSING DATE: **03/27/14**

DEPARTMENT NAME / WORKSITE: **Office Specialist**

DSS/Department of Family Services/Ft. Defiance, AZ

WORK DAYS: Mon-Fri REGULAR FULL TIME: ☒ GRADE/STEP: Y58A

WORK HOURS: 8am-5pm PART TIME: ☐ NO. OF HRS./WK.: _____ \$ 23,420.80 PER ANNUM

SEASONAL: ☐ Duration: _____ \$ 11.26 PER HOUR

TEMPORARY: ☐ _____

DUTIES AND RESPONSIBILITIES:

Performs a variety of clerical assignments and provides office support service to the staff. Receives and screens incoming calls, routes call, and takes messages, receives and greets visitors and directs to appropriate resources; disseminates program information to public; types correspondences, monthly reports, forms; keeps record of staff work attendance, prepares and submits biweekly timesheet, picks up and distributes payroll checks; receives, dates stamps, distributes outgoing and incoming mail, maintains program vehicle mileage records for monthly reporting and maintenance schedule. Maintains inventory of office supplies and prepares requisitions for purchasing

Arranges meetings, schedules appointments and interviews; makes travel and lodging arrangements. Maintains administrative files; prepares photocopies or facsimiles; tracks and maintains records and status of processes used in department. Prepares work orders, supply requisition and related documents, and obtains appropriate signatures. Attends staff meeting, in-service training, and conference.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A high school diploma or GED; supplemented by courses in general office procedures and two (2) years general office or related experience.

Preferred Qualifications:

Associate's degree in Business or Accounting; Proficient in Microsoft Office software or other computer software applications. FMIS Certification.

Special Requirements:

Possess a valid state driver's license. Within 90 days of date of hire must obtain a Navajo Nation Vehicle Operator's Permit.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment applications.)

Special Knowledge, Skills and Abilities:

Knowledge of applicable policies, practices and procedures related to work assignment knowledge of basic clerical/office support practices and procedures, knowledge of variety of computer software, word processing, database, and spreadsheet applications. Skill in preparing a variety of records, reports, correspondence using standard computer software, skill in maintaining electronic and/or hard copy filing/records systems, skill in operating office equipment, including computer programs, skill in following oral and written instructions, skill in English composition, grammar, and punctuation, skill in basic math and accounting principles, skill in establishing and maintaining effective working relationships. Ability to communicate effectively in the English and Navajo languages.

A favorable background investigation is required.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.